



Job Opportunity

California State Lands Commission

The California State Lands Commission is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

April 29, 2010

STUDENT ASSISTANT

Range A \$8.41 - \$8.99 per hr.
Range B \$8.99 - \$9.66 per hr.
Range C \$9.66 - \$10.38 per hr.
Range D \$10.38 - \$11.20 per hr.

Under the general direction of the Assistant Chief, Division of Environmental Planning and Management (DEPM), the position is responsible for assisting staff with the environmental analysis of, programs of, and projects that would come before, the California State Lands Commission.

DUTIES AND RESPONSIBILITIES

- Assist in the environmental review of proposed new and renewal lease applications for small projects (boat docks, piers, etc.) located on major rivers (Sacramento, San Joaquin), the Delta, and Lake Tahoe;
- Assist in gathering and analyzing available data and information regarding the potential environmental effects of proposed or ongoing projects and develop documents compliant with the California Environmental Quality Act (CEQA) on large projects for which the Commission has jurisdiction. Projects may include major oil/gas pipelines, marine oil terminals, large-scale dredging, renewable energy, and natural resource restoration;
- Assist in the review of environmental documentation prepared under the provisions of the National Environmental Policy Act (NEPA) or CEQA by federal, State or local agencies on projects for which the Commission is a Responsible or Trustee Agency and assist in the preparation of comments regarding the adequacy of such documentation;
- Assist staff in formatting, editing, and mailing statements of interest, public notices, and CEQA related documentation;
- Log in, monitor, and alert staff to upcoming deadlines for lease applications and projects the agency may have jurisdiction in;
- Perform clerical and other duties, as required.

DESIRABLE QUALIFICATIONS

- Ability to type and operate a copier and fax machine;
- Excellent attention to detail;
- Good attendance and dependability;
- Knowledge of personal computers (Microsoft Office Suite);
- Knowledge of CEQA and/or familiarity with federal, State, and local governmental agencies;
- Ability to work in a team environment;
- Good interpersonal skills.

POSITION LOCATION

California State Lands Commission
100 Howe Avenue, Suite 100-South
Sacramento, CA 95825

FREE PARKING - Near Light Rail and CSUS – On bus routes

FINAL FILING DATE: Until Filled

SUBMIT APPLICATION TO

California State Lands Commission
Personnel Office
100 Howe Avenue, Suite 100-South
Sacramento, CA 95825-8202
(916) 574-1910

Please note: Faxed and e-mailed applications will not be considered.

WHO MAY APPLY

Students who have applied for, or enrolled as a student in, an appropriate college or university program.

Applications will be accepted until position is filled.